

**SUMMARY OF THE  
TNI CONSENSUS STANDARDS DEVELOPMENT  
EXECUTIVE COMMITTEE MEETING  
NOVEMBER 9, 2017**

The Executive Committee held a conference call on Thursday, November 9, 2017, at 1:00 pm EST. Chair Bob Wyeth led the meeting.

**Agenda item 1 – Roll call**

Attendance:

Carl Kircher, LAB	Absent
JoAnn Boyd, At Large Member	Present
Kevin Holbrooks, Field Activities	Absent
Valerie Slaven, Chemistry	Present
Robin Cook, Microbiology	Present
Jessica Evans, At Large Member	Present
Tom Widera, Stationary Source Audit Sample	Present
Paul Junio, Quality Systems	Present
Nicole Cairns, Proficiency Testing	Present
Rami Naddy, WET	Present
Bob Shannon, Radiochemistry	Present
Myron Getman, Asbestos	Present
Bob Wyeth, Chairman, At Large Member	Present
Ilona Taunton, TNI Staff	Present
Lynn Bradley, TNI Staff	Present
Ken Jackson, Program Administrator	Present

**Agenda item 2 – October 12 CSDEC conference call minutes**

It was moved by Paul and seconded by Myron to approve the minutes of October 12, 2017. All were in favor

**Agenda item 3 – Chair and Committee Member Training reminder**

Bob reminded chairs that all members should complete the training.

**Agenda item 4 – Standards Activity Spreadsheet**

There was no new information since the previous month's call.

**Agenda item 5 – Status of 2016 Standard individual module checklists**

Ilona said the only expert Committee checklists to be completed were PT and Chemistry. Ken was working on them and would send them as soon as they were complete. Nicole was asked if

the PT Committee would prepare a check list for V2M2, that would be needed for the evaluation of Accreditation Bodies. She said she would do it herself and would seek the PT committee's approval as soon as possible.

## **Agenda item 6 – Proposed changes to SOP 2-101**

Paul and Ken had made Jerry Parr's suggested changes to the SOP, and Ken had taken the opportunity to update the document. The committee worked through those changes.

### **2.1.2 Ken had updated the list of Expert Committees**

**2.3.3** Paul proposed modifying the language to redefine an organization as “a single location of a company, state government, EPA Program/Office/Region, or other federal agency”. He re-iterated his argument from the previous call that, as more mergers of laboratories occur, there is a risk of losing qualified candidates on Committees. Myron again cautioned this would allow more commercial representation compared with small or government laboratories. On discussion, there was general agreement with Myron, and the wording was left unchanged. However, the following sentence was added: “Committee Membership should preferentially reflect volunteers who are representative of all sectors of the laboratory accreditation industry.”

**2.4.4** It was questioned why TNI members could only serve on one Expert Committee, and it was suggested to delete that restriction, which may help alleviate the difficulty of finding enough committee members. Myron cautioned there may be individuals who want to join several committees to exert influence on the organization. However, Ken pointed out the restriction only applies to Expert Committees, and it would be allowable for a person to serve on every Administrative Committee as well as the Board of Directors. Robin said perhaps preference should be given to those applicants not already serving on a committee. Bob Shannon suggested “With the approval of the CSDEC, a Committee Member may serve on more than one Expert Committee.” Myron suggested allowing serving on more than one committee, but crafting language that would discourage it.

**2.5.1** There was discussion on whether a Committee Chair should have the authority to replace a resigned committee member pursuant to the sentence “If a member resigns before his/her term of appointment is complete, the Committee Chair may nominate another individual from the same or another organization representing the same stakeholder group to complete the term of the resigning Committee Member.” It was decided to delete the sentence.

At this point, the discussion was placed on hold to be continued during the next conference call.

## **Agenda item 7– Expert Committee Reports**

**Field Activities** – Ilona reported new membership was to be considered. An open meeting was planned to look at those parts of the standard dealing with assessed organizations.

**Laboratory Proficiency Testing** – Nicole said the next committee meeting would be December 1, when the V2M2 checklist, used for assessing Accreditation Bodies, would be discussed.

**Quality Systems** – Paul reported the committee was working through the draft of the new ISO 17025.

**Laboratory Accreditation Body** – Carl did not have a committee meeting planned for November, and the next meeting would focus on the new draft ISO 17011.

**Stationary Source Audit Sample** - Tom reported Modules 1 and 3 of the standard were being worked on. A replacement member had been found for a committee member who was rotating off.

**Chemistry** – Valerie said work was continuing on the two guidance documents for V1M4. It was suggested, when complete, they should be reviewed by an independent *ad hoc* group headed by Bob Wyeth.

**Microbiology** – Robin described the standard now being in maintenance mode. Two committee members were rotating off and replacements had been found.

**Whole Effluent Toxicity** – Rami said the committee would meet on December 6, when it would follow up the results of the meeting with EPA in Washington DC. There appeared to be a difference of opinion on the purpose of WET proficiency testing.

**Radiochemistry** – Bob Shannon reported they were working on training for the Albuquerque meeting in January. Several committee members needed to be replaced.

**Asbestos** – Myron said the committee was continuing to work through the standard.

**Agenda Item 8** – TNI Glossary

Bob Wyeth said progress was continuing.

**Agenda Item 8** – SOP 2-103 Status

This was not discussed during the most recent Policy Committee call

**Adjournment**

The meeting was adjourned at 2:40 pm EST.

Consensus Standard Development Executive Committee  
Conference Call  
November 9; 1:00 PM EDT  
1-605-475-6333; 822174#

1. Roll Call
2. Approval of October 12, 2017 Conference Call Minutes (attached)
3. Chair and Committee Member Training reminder
4. Standards Activity Spreadsheet
5. Status of 2016 Standard individual module checklists
6. Proposed changes to SOP 2-101 (attached)
7. Expert Committee Reports
  - a. Field Activities
  - b. Proficiency Testing
  - c. Quality Systems
  - d. Accreditation Body
  - e. Stationary Source Audit Sample
  - f. Chemistry
  - g. Microbiology
  - h. Whole Effluent Toxicity
  - i. Radiochemistry
  - j. Asbestos
8. Progress on TNI Glossary
  - a. Definition of matrix
9. SOP 2-103 status
10. Old Business